

**City of Bloomington
Housing & Neighborhood Development
Department**



**Showers City Hall, Room 130
401 N. Morton Street
P.O. Box 100
Bloomington, IN 47402
(812) 349-3401**

**Purchase-Rehabilitation
Application**

Note: Applications take a minimum of thirty (30) days to process.

Checklist:

Completed application, signature(s), and dated
Copy of Offer to Purchase
Authority to Verify Credit Information signature(s), social security number, and dated.
Verification of Employment, completed Part I and Part II
Verification of Deposits, completed Part I and Part II
Verification of Public Assistance, completed Part I and Part II
Tax forms from past year, both Federal and State with all attachments
Last two payroll check stubs from each applicant
Home Buyer Education Certificate

Purchase-Rehabilitation Loan Application

The information collected below will be used to determine whether you qualify as a borrower under the Purchase-Rehabilitation Loan Program. It will not be disclosed outside of the Housing and Neighborhood Development Department without your consent except to those persons or entities for the verifications attached to this application, and as required and permitted by law. You do not have to provide information, but if you do not, your application for a loan may be delayed or rejected.

Applicant Information:			
Applicant's Name (Last) (First) (MI)		Home Phone ()	
Address (include Zip Code):			
Name and Address of Employer:		Self-Employed? Yes No	
Business Phone No. ()	No. of Yrs. on Job:	Yrs. in this line of work:	
Name and Address of Previous Employer (if less than 2 yrs.)	No. of Yrs. on Job	Business Phone: ()	
Co-Applicant Information:			
Applicant's Name (Last) (First) (MI)		Home Phone ()	
Address (include Zip Code):			
Name and Address of Employer:		Self-Employed? Yes No	
Business Phone No. ()	No. of Yrs. on Job:	Yrs. in this line of work:	
Name and Address of Previous Employer (if less than 2 yrs.)	No. of Yrs. on Job	Business Phone: ()	
Property for Purchase & Rehabilitation:			
Address (include Zip Code):			
Realtor Name & Company (include phone number):	Do you have an accepted Offer to Purchase: Yes No		
Offered Purchase Price:	Amount of Down Payment:		
Number of Bedrooms:	Age of Structure:		

For Official Use Only:

Assigned to: _____

Action taken: _____ Approved _____ Provisionally Approved _____ Rejected

Comments: _____

Annual Income:				
Source	Applicant	Co-Applicant	Other Household Member 18 or Older	Total
Salary				
Overtime Pay				
Commissions				
Fees				
Tips				
Bonuses				
Interest and/or Dividends				
Net Income from Businesses				
Net Rental Income				
Social Security				
Pensions, Retirement Funds, etc.				
Unemployment Benefits				
Workers Compensation, etc.				
Alimony, Child Support				
Welfare Payments				
Other				
Total				
Assets:				
Type	Cash Value	Annual Income from Assets	Bank Name	Account No.
Checking Account(s)				
Savings Account(s)				
Stocks				
Life Insurance				
Other: (Describe)				

Liabilities: (List outstanding obligations (your debts) including auto loans, credit cards, charge accounts, credit union loans, personal loans, real estate loans (except the house you live in), and all other loans.)					
Type	Creditor's Name	Monthly Payment	Unpaid Balance	Due Date	
Current Monthly Rent Payment \$ _____ Included utilities: _____					
Monthly Alimony \$ _____ Monthly Child Support \$ _____ Monthly Child Care \$ _____					
If a "Yes" answer is given to any question below please explain on attached sheet:					
1. Do you have any outstanding unpaid judgements? Yes No Amount \$ _____					
2. In the past 7 years, have you declared bankruptcy? Yes No					
3. Are you a party to a lawsuit? Yes No					
Monthly Housing Expense:					
Item	Monthly Payment	Unpaid Principal Balance	Balloon Payment Yes No	Amount Balloon \$ _____	Date Due
a. First Mortgage (P&I)	\$ _____	\$ _____	Describe any special circumstances relative to your housing or its financing:		
b. Other financing secured by property:	\$ _____	\$ _____			
c. Hazard & Flood Insurance	\$ _____	\$ _____			
d. Real Estate Taxes	\$ _____	\$ _____			
e. Other (specify)	\$ _____	\$ _____			
g. Total	\$ _____	\$ _____			
Household Members:					
Name		Age	Race	Social Security No.	
Other:					
1. Does anyone live with you now who is not listed above? Yes No					
2. Does anyone plan to live with you in the future who is not listed above? Yes No					
Please explain if you answer "Yes" to either question above.					

The information provided above is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of such information for purposes of income and verification related to my/our application for financial assistance. I/We understand that any willful misstatement of material fact will be grounds for disqualification.

Applicant

Date

Co-Applicant

Date

Authority to Verify Credit Information

This is your authority to verify my bank accounts, employment, outstanding debts, including any present or previous mortgages, to order a consumer credit report, and to make any other inquiries pertaining to my qualification for a mortgage loan from you. You may make copies of this letter for distribution to any party with which I have a financial or credit relationship and that party may treat such copy as an original.

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected.

Applicant	Date
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Social Security Number

Co-Applicant
Date

Social Security Number

Verification of Tenancy

The applicant identified below has applied for loan through the Housing and Neighborhood Development Department, City of Bloomington. The individual has authorized your release of the required information. The information you provide will be used only for the purposes of determining eligibility for the loan. We are required to complete our verification process in a short time period and would appreciate your prompt response. A self-addressed envelope has been included for your convenience. If you have any questions, please feel free to contact Lisa Abbott, Program Manager at 812-349-3576. Thank you.

Part I. Applicant Information (To be completed by applicant)

Name of Applicant _____

Address of Applicant _____

Part II. Rental Information (To be completed by applicant)

Name of Landlord _____

Address of Landlord _____

Part III. Tenant Information (To be completed by landlord)

Date of Lease: _____ Monthly Rent Amount: _____

Utilities included in rent:

Type:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____

Are the rent payments current? _____ If no, amount in arrears \$ _____
and period in arrears: _____.

Completed by: Name: _____
 Title: _____
 Signature: _____
 Date: _____
 Tele. No.: _____

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

Verification of Employment

The applicant identified below has applied for loan through the Housing and Neighborhood Development Department, City of Bloomington. The individual has authorized your release of the required information. The information you provide will be used only for the purposes of determining eligibility for the loan. We are required to complete our verification process in a short time period and would appreciate your prompt response. A self-addressed envelope has been included for your convenience. If you have any questions, please feel free to contact Lisa Abbott, Program Manager at 812-349-3576. Thank you.

Part I. Applicant Information (To be completed by applicant)

Name of Applicant _____

Address of Applicant _____

Part II. Employer Information (To be completed by applicant)

Name of Employer _____

Address of Employer _____

Part III. Employment Information (To be completed by employer)

1. Date of Employment: _____ Position/Occupation: _____
2. Date of Termination (if applicable): _____
3. Current Rate of Regular Pay \$_____ per _____ (hour, week, month, year, etc.)
4. Current Rate of Overtime Pay \$_____ per _____ (hour, week, month, year, etc.)
5. Do you anticipate any change in the employee rate of pay in the near future?
Yes No. If yes: Revised Rate _____ Effective Date _____
6. Number of hours/weeks employee normally works _____
7. Do you anticipate any change in the number of hours the employee works: Yes No
If yes, explain under #14 below.
8. Anticipated average amount of overtime/week _____
9. Gross **annual** earnings you anticipate for this employee for the next twelve months.
(Gross amount including all tips, bonuses, overtime, commissions) \$_____
10. Does this employee receive vacation with pay? Yes No
11. Does this employee receive sick leave pay? Yes No
12. If the employee's work is seasonal or sporadic, indicate lay-off periods: _____
13. Does this employee receive an earned income tax credit? Yes No
14. Additional Comments: _____

Completed by: Name: _____
Title: _____
Signature: _____
Date: _____
Tele. No.: _____

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Verification of Employment

The applicant identified below has applied for loan through the Housing and Neighborhood Development Department, City of Bloomington. The individual has authorized your release of the required information. The information you provide will be used only for the purposes of determining eligibility for the loan. We are required to complete our verification process in a short time period and would appreciate your prompt response. A self-addressed envelope has been included for your convenience. If you have any questions, please feel free to contact Lisa Abbott, Program Manager at 812-349-3576. Thank you.

Part I. Applicant Information (To be completed by applicant)

Name of Applicant _____

Address of Applicant _____

Part II. Employer Information (To be completed by applicant)

Name of Employer _____

Address of Employer _____

Part III. Employment Information (To be completed by employer)

1. Date of Employment: _____ Position/Occupation: _____

10. Date of Termination (if applicable): _____

11. Current Rate of Regular Pay \$_____ per _____ (hour, week, month, year, etc.)

12. Current Rate of Overtime Pay \$_____ per _____ (hour, week, month, year, etc.)

13. Do you anticipate any change in the employee rate of pay in the near future?

Yes No. If yes: Revised Rate _____ Effective Date _____

14. Number of hours/weeks employee normally works _____

15. Do you anticipate any change in the number of hours the employee works: Yes No

If yes, explain under #14 below.

16. Anticipated average amount of overtime/week _____

17. Gross **annual** earnings you anticipate for this employee for the next twelve months.

(Gross amount including all tips, bonuses, overtime, commissions) \$_____

10. Does this employee receive vacation with pay? Yes No

11. Does this employee receive sick leave pay? Yes No

13. If the employee's work is seasonal or sporadic, indicate lay-off periods: _____

13. Does this employee receive an earned income tax credit? Yes No

15. Additional Comments: _____

Completed by: Name: _____

Title: _____

Signature: _____

Date: _____

Tele. No.: _____

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Verification of Deposits

The applicant identified below has applied for a loan with the Housing and Neighborhood Development Department, City of Bloomington. The information you provide will be used only for the purpose of determining the family's eligibility for the program. We are required to complete our verification process in a short time period and would appreciate your prompt response. A self-addressed envelope has been included for your convenience. If you have any questions, please feel free to contact Lisa Abbott, Program Manager, at 812-349-3576. Thank you.

Part I. Applicant Information (To be completed by applicant)

Name of Applicant: _____ SSN: _____

Address of Applicant: _____

Part II. Bank Information (To be completed by applicant)

Name of Bank: _____

Address of Bank: _____

Part III. Deposit Information (To be completed by institution)

Checking Account

Account Number(s)	Average 6-Month Balance (\$)
	\$
	\$

Is this an interest bearing account? Yes No

If yes, annual interest rate _____%

Savings Account

Account Number(s)	Present Account Balance(s)	Annual Interest Rate	Withdrawal Penalty
	\$	%	
	\$	%	

Certificate of Deposit

Account Number(s)	Present Account Balance(s)	Annual Interest Rate	Withdrawal Penalty
	\$	%	
	\$	%	

Trust

Value of Trust Fund Administered: \$ _____

Anticipated Amount of Income to be Earned by Trust over next 12 Months: \$ _____

Completed by: Name: _____
 Title: _____
 Signature: _____
 Date: _____
 Tele. No.: _____

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Verification of Deposits

The applicant identified below has applied for a loan with the Housing and Neighborhood Development Department, City of Bloomington. The information you provide will be used only for the purpose of determining the family's eligibility for the program. We are required to complete our verification process in a short time period and would appreciate your prompt response. A self-addressed envelope has been included for your convenience. If you have any questions, please feel free to contact Lisa Abbott, Program Manager, at 812-349-3576. Thank you.

Part I. Applicant Information (To be completed by applicant)

Name of Applicant: _____ SSN: _____

Address of Applicant: _____

Part II. Bank Information (To be completed by applicant)

Name of Bank: _____

Address of Bank: _____

Part III. Deposit Information (To be completed by institution)

Checking Account

Account Number(s)	Average 6-Month Balance (\$)
	\$
	\$

Is this an interest bearing account? Yes No

If yes, annual interest rate _____%

Savings Account

Account Number(s)	Present Account Balance(s)	Annual Interest Rate	Withdrawal Penalty
	\$	%	
	\$	%	

Certificate of Deposit

Account Number(s)	Present Account Balance(s)	Annual Interest Rate	Withdrawal Penalty
	\$	%	
	\$	%	

Trust

Value of Trust Fund Administered: \$ _____

Anticipated Amount of Income to be Earned by Trust over next 12 Months: \$ _____

Completed by: Name: _____
Title: _____
Signature: _____
Date: _____
Tele. No.: _____

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Verification of Public Assistance

The applicant identified below has applied for a loan through the Housing and Neighborhood Development Department, City of Bloomington. The individual has authorized your release of the requested information. The information you provide will be used only for the purpose of determining the family's eligibility for this loan. We are required to complete our verification process in a short time period and would appreciate your prompt response. A self-addressed envelope has been included for your convenience. If you have any questions, please feel free to contact Lisa Abbott, Program Manager, at 812-349-3576. Thank you.

Part I. Applicant Information (To be completed by applicant)

Name of Applicant: _____ SSN: _____

Address of Applicant: _____

Part II. Agency Information (To be completed by applicant)

Name of Source: _____

Address of Source: _____

Part III. Public Assistance Information (To be completed by Agency)

Client Name: _____ Client No.: _____

Monthly Payments from this Agency:

AFDC \$ _____

General Assistance \$ _____

Other (Specify) _____ \$ _____

_____ \$ _____

Total Amount Received Monthly: \$ _____

Start Date: _____

Closing Date: _____

Do you expect any change in payments in the near future? Yes No

If yes, please explain.

Additional Comments: (e.g., any special situations, etc.)

Completed by: Name: _____
Title: _____
Signature: _____
Date: _____
Tele. No.: _____

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